BENGUET STATE UNIVERSITY

We Are HIRING!

INFORMATION OFFICER IV

NORTHERN PHILIPPINE ROOT CROPS RESEARCH AND TRAINING CENTER

PLANTILLA | SG 22 | PHP 81,796 MONTHLY

BSUB-INFO4-1-1998

MINIMUM QUALIFICATION STANDARD

EDUCATION:	Bachelor's Degree
EXPERIENCE:	3 years of relevant experience
TRAINING:	16 hours of relevant training
ELIGIBILITY:	Career Service (Professional)/ Second Level Eligibility

APPLICATION REQUIREMENTS:

- *Fully accomplished Personal Data Sheet (CS Form No. 212, s. 2026) with Work Experience Sheet and recent passport-sized photo (with name and signature)*
- *Transcript of Records (OTR) or Certification of Grades (with total units required)*
- *Certificate of Employment/ Service Record*
- *PRC License with Board Rating or CSC Eligibility*
- *Training certificates (post-graduation, within the last 5 years)*
- *Latest IPCR or performance evaluation*
- *Certificates of commendation or awards*
- *Application letter addressed to:*

KENNETH A. LARUAN
University President
Benguet State University
La Trinidad, Benguet

REMINDER

Please be advised that submitted/ accepted documents with no/incomplete attachments of the required documents will not be considered for assessment. Only qualified applicants will be notified for interview.

The implementation of "NO DOCUMENTS, NO POINTS" policy is applied.

SCAN TO APPLY

APPLICATION DEADLINE:
UNTIL NOVEMBER 12, 2026

Note: If applying for a plantilla position, please indicate the item number, position title, and office in the application letter.

DATA PRIVACY NOTICE

Your Personal data shall be processed in order to initiate the application process. When you are not hired, your personal data shall be removed from the records of the university and all documents returned to you as provided for by the University's Merit Selection Plan. These may be retained for future selection processes only upon your written consent.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

All qualified applicants will receive equal consideration for employment and admissions without regard to color, religion, sex, gender identity or expressions, ethnicity, age, physical conditions, and any other characteristics protected by the law.

BENGUET STATE UNIVERSITY HRMO HUMAN RESOURCE MANAGEMENT OFFICE
hrmo@bsu.edu.ph
09683810925
Bsu Hrmo Main

PRIME HRM
RCS 2.0 REPORT CARD SURVEY 2.0 ARTA RCS 2.0 GOLD AWARD
TÜVRheinland ZERTIFIZIERT Management System ISO 50001:2011 www.tuv.com ID 9105045496
AACCUP 1983
Times Higher Education Impact Rankings
WURI The WORLD UNIVERSITY RANKINGS for INNOVATION

BENGUET STATE UNIVERSITY

INFORMATION OFFICER IV

DUTIES AND RESPONSIBILITIES

60%

- Craft/ review articles to meet scientific publication standards and facilitate write-ups of research outputs for publication in legitimate, refereed journals.
- Spearhead the packaging and implementation of extension program/ project proposals for internal and external funding.
- Build collaboration/ linkage/ networking with other agencies related to Development and Extension activities.
- Lead the implementation and management of approved extension program/ project/ studies/ activities of the Center.
- Prepare IEC materials such as policy briefs and other research outputs for policy formulation and/ or utilization by stakeholders.
- Lead, organize, and conduct technology generation, including intellectual property rights protection, commercialization, and demonstration.
- Present at in-house reviews, regional symposiums, and conferences (national and international).
- Initiate and maintain collaboration with local, national, and international partners through various research and extension activities.

30%

- Become a member of or lead various university committees and Technical Working Groups that may be assigned by the supervisor.
- Review and evaluate extension proposals of the university.
- Attend University programs, trainings, and other activities as necessary.

10%

- Perform other tasks that may be assigned by the Director of the NPRCRTC.